

DIVISION OF LICENSING  
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**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**COMMISSIONER ADAM H. PUTNAM**

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Ms. Vickie L. Potts  
Tax Collector, Charlotte County  
18500 Murdock Cir  
Port Charlotte, FL 33948

October 1, 2015

Dear Ms. Potts

Commissioner Putnam and I are very excited to welcome you to the Concealed Weapon Intake System (CWIS) here at the Division of Licensing, within the Department of Agriculture and Consumer Services. As you know, the concealed weapon program has been very popular for our law abiding citizens and your participation in the CWIS program further facilitates this program.

Please find enclosed two copies of the Memorandum of Understanding (MOU) which provides the basic operating guidelines for our partnership as developed in conjunction with existing partner tax collectors. Please review, sign, date and return one copy to: Stefannie Carter, Division of Licensing, Department of Agriculture and Consumer Services, 4040 Esplanade Way, Tallahassee, FL 32399-7016. A second copy is provided for you to retain for your records.

If you have any questions, please contact Whitney Shiver at (850) 245-5663, who will assist you or coordinate with appropriate staff accordingly.

Sincerely,

Grea Bevis  
Director, Division of Licensing